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12 March 1953

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MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATIVE

1. General -

a. Leave balances have been obtained for all unvouchered OTR personnel including [] and will be distributed to the individuals immediately. Balances for vouchered employees are being requested. An OTR Notice concerning the use of accumulated leave has been prepared for approval of D/TR.

2. Personnel -

a. Classification and Wage Division analysts have interviewed the Chiefs of the Records and Registration and Supply and Services Sections, and have reviewed position descriptions of employees for these Sections.

3. Services and Supply -

a. Initial steps are being taken to relocate the provisional-trainee area from R&S Building to []. The change is to be effective on 30 April 1953. Steps being taken now include cancellation of partitioning in R&S Building designed to separate provisionals from fully cleared personnel, and survey of office and classroom equipment requirements for [].

4. Budget and Fiscal -

b. Mr. [] Finance Officer, is presently in Washington, D. C. for a thirty-day training program in Agency finance policies and procedures.

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c. A discussion was held with General Counsel, Technical Accounting Staff, P&SO (RE&C Division) and the Budget-Fiscal Officer/OTR concerning interpretation and change in the [] Housing Administration Plan.

d. A conference was held with Mr. [] and Mr. [] concerning the development and administration of a Project in connection with OC training. Project is being submitted for establishment []

e. A decision has been reached on the revision of the contract agreement. Amendments are being written for approval by the D/TR and the Contractor. []

[]
Administrative Officer, OTR

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